



JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341



"A Return to Prominence – One Satisfied Customer at a Time"

CPAC INFORMATION BULLETIN
NUMBER 92

March and April 2007

NSPS INFORMATION
UPDATE

READY, SET, GO

Well, we've talked about, prepared for it, and now all that remains is for us to launch our new personnel system, the National Security Personnel System or NSPS as it is affectionately known. The new system transforms civilian human resources management into a more responsive and performance-oriented system, increasing our flexibility to hire, assign, promote, and compensate employees. On 15 April 2007, the button will be pushed and the non-bargaining unit employees of the Fort Polk Garrison, Operations Group, Army Contracting Agency and Dental Activity will join CPAC employees on the journey of "pay for performance."

To prepare for the journey, Fort Polk employees and supervisors embraced the change and equipped themselves with as much information as they could glean through the NSPS 101 On-line Course, NSPS Town Halls, NSPS HR Elements and Performance Management for Employees and Supervisors Courses, CPAC Info Bulletins and the CPAC NSPS on-line web site.

Those who are transitioning have been formally notified by their respective Transition Managers, established their MyBiz accounts, had their records reviewed, received notification of the organization's strategic goals and discussed their performance objectives with their supervisors. Once the journey begins, one of our first task will be to complete and document our performance plan in to the Performance Appraisal Application, the DoD automated tool developed to help employees and supervisors document performance under NSPS. The system automates the performance management process to include the performance plan, interim review, end of year rating, and facilitates the tracking and monitoring of performance.

Accessing the PAA

Supervisors and employees can log into the PAA through Army CPOL, My Biz and My Workplace

- Employees access My Biz
- Supervisors access My Workplace

Within a week following conversion to NSPS, supervisors and employees will have access to the PAA to prepare the performance plan. Both supervisors and employees can initiate a performance plan.

We must have our performance plans documented in the PAA within the first 30 days of conversion into NSPS. This is due to the shortened rating cycle.

The following guides are recommended for supervisors and employees to use when developing performance plans in the PAA.

Supervisors Initiating/Creating a Performance Plan

Access http://www.chra.army.mil/NSPS-training/how-to_videos.htm and look for the "UPDATED Jan 2007" and "NEW Feb 2007". The document offers a step by step guide on creating the performance plan, editing changes, transferring the plan between the rater and the employee, and approving the plan. There are also video versions of the guide.

Employees Initiating/Creating a Performance Plan

Access http://www.chra.army.mil/NSPS-training/how-to_videos.htm and look for the "UPDATED Jan 2007" in red, and (text instr).

Access <http://www.cpms.osd.mil/nsps>, go to "Resources" (right side of screen), click on "User Guide." Starting on page 14, there is a step by step guide beginning with employees initiating/creating a performance plan to transferring the plan to the supervisor.

Under NSPS, all performance plans must be approved by the higher level reviewer. Supervisors will complete the documentation in the PAA by transferring the performance plan to the higher level reviewer for approval.

Revised step by step guides are available on the FOD NSPS training web site (<http://www.chra.army.mil/NSPS->

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[training/how-to_videos.htm](http://www.chra.army.mil/hr_accounts.htm)) -- one for employees, and one for rating officials and higher level reviewers.

Military supervisors of civilian employees should download and complete the Systems Access Nomination and Request form (SANAR) and DCPDS User Request Form, both of which can be found directly at: https://www.chra.army.mil/hr_accounts.htm or by browsing the Civilian Personnel Online (CPOL) homepage at <http://acpol.army.mil> and choosing References and Tools - CPOL Top Pages - Tools - SANAR form. Completion and submission instructions can be found with both forms at the location specified above. Supervisors should contact the CPAC on completing and forwarding the required forms for access to the PAA.

Even though supervisors and employees will not have access to the PAA until after conversion, supervisors should create performance plans using a hard copy of DD Form 2906 and communicate the plan to the employee prior to conversion into NSPS. This is necessary due to the shortened rating cycle in 2007. Supervisors must then input the performance plan in the PAA within the first 30 days of conversion into NSPS.

FROM THE DESK OF THE CPAC DIRECTOR

ICE Kudos and Slams

Here we are again to share with you comments received from our "satisfied" customers and also our "not so satisfied" customers. As we did last time, we will start out with the good first.

"KUDOS"

We received the following 20 comments from satisfied customers: (minor edits)

"I'm really glad you have these services available to us. They are extremely helpful and the staff is oh so respectful. ...is especially kind, helpful and always smiling."

"I couldn't get into My Biz. I contacted She contacted me very quickly and forwarded me a temporary password. She was very polite and cheerful. She assisted me promptly. Thank you very much for your assistance."

"I would like to take this opportunity to personally say thank you to An email was sent out on how to access your My Biz account and if you should have any problems or questions, please let her know. Well I had problems and called ... for help with My Biz account. We could not get it corrected over the phone. She asked if I could come over and she would help me. She was very friendly and

courteous. She went above and beyond to help me with My Biz and my AKO account. I was very happy with the way she took time out of her day and the services she provided. Thank You"

"The NAF HR staff is doing a wonderful job! I am a NAF employee, and have been continually impressed with their service. I have been in contact with many centralized HR offices over the years (to include AAFES HR on Ft. Polk) and many face continual problems dealing with timeliness of service and effective communication with hiring departments...the NAF HR office seems to have encountered NONE of these difficulties. They are fast, efficient, and most importantly, friendly and very pleasant to deal with. Keep up the great work!"

"I would like to commend the NAF office for providing exceptional service in a timely manner. I am a NAF employee, and recently contacted the NAF office for information regarding a mandatory training for myself and those at my facility. Not only did (I think her name is) ... provide me the requested information immediately, but she also was so kind as to send me an additional seven months' worth of training information. This has enabled me to better anticipate the scheduling needs of my staff well in advance so that we are able to maintain the manpower necessary to operate the facility to the best of our ability. The NAF HR staff strives to meet and exceed high standards of customer service, and it shows."

"I'd like to take this opportunity to recognize Mr. Don Mallet and his NSPS staff instructors for putting on a well executed, professional, and very informative NSPS "Smart" Objective Training session on 8 Feb. As a result of the training, both ... and I are better prepared to begin the transition to NSPS."

"I have the pleasure of dealing with both the APF & NAF side of CPAC and just wanted to say that I feel both does a very excellent job and is always professional would also like to say that CPAC made a great choice on the NAF side with the selection of Deyka Farrar; she was well deserving"

"These are the most pleasant employees that I deal with. The selection of Deyka Farrar as the new director was an excellent choice. Please keep your great attitude although I know you are under staffed."

"Exemplary Teamwork! Mr. Mallet and his staff are to be commended for the professional and positive attitude in conducting the NSPS training. If we follow their leadership and example, NSPS will be another success story for Fort Polk."

"Great response and quick."

"I emailed ... asking about step increase and NSPS, she got back to me within 45 minutes and very helpful and patient."

I felt like my questions were answered in a way I could understand and remember. She was very patient. I truly love this customer service. It makes me feel like I am not bothering someone and they are truly interested in helping."

"... and ... have been extremely helpful, with updating my OPF."

"Great support from the staff on an employee's application and approval for the Leave Transfer Program. Everyone worked hard to expedite this request. Thanks for helping us take care of our employees!"

"...has constantly kept us well informed of all upcoming NSPS classes for employees and supervisors. She is a superb training administrator for the classes and her promptness in responses of questions asked is outstanding."

"... does an excellent job coordinating DCPDS / ARTS information and insuring that managers have the tools to do their job."

"NSPS Instruction for Managers --- Excellent --- CPAC once again delivers a great service (professionally done and timely)."

"Just when you think you have overwhelmed her with questions and requests for assistance ... and ... pull a fast one and get everything you asked for and more in record time. Thanks CPAC for all you do in assisting the field administrative personnel."

"I would like to thank ... for her assistance to the DA Police. Without her assistance, we could not complete all of our annual training requirements. She is quick to respond to requests and she is thorough in all coordination, ensuring no time or money is wasted waiting on instructors. Thanks for all you do, you really do make our job easier."

".../.../.../... are always kind and professional and provide information when requested and sound business advise."

"... is wonderful at going the extra mile to assist employees. She is timely, always responsive and positive in attitude. We need more folks like her."

"ANONYMOUS SLAMS"

We received one dissatisfied customer comment since our last bulletin. The customer writes "NSPS and HR supervisor training is important, but all other CPAC duties cannot be put on hold during consecutive weeks of training. Due to the PMG and IMCOM approval process, two weeks have been added to the recruiting process. CPOC is understaffed when the RPA finally gets there. If our CPAC takes weeks to do what can be done in hours, the process cannot meet the customer's needs."

Unfortunately, the customer did not clearly articulate the details of his/her complaint, but we believe them to be related to the timeliness of the recruitment process. Since we were not provided the details surrounding the events leading to the complaint, we are able to provide only a general response.

We can assure the customer that we work very hard to deliver quality service in a timely manner. We play a very small role in the recruitment process, with most of our functions falling into the advisory category. The customer may not realize that Requests for Personnel Action (RPAs) are sent directly from Managers to the CPOC, where they are processed by the CPOC interfacing directly with the Manager. There may be times when unavoidable circumstances prevent the CPOC and/or CPAC from the delivery of services in the manner desired by our customers, but we believe those occurrences to be few.

Our vision entails some very core beliefs that every member of the CPAC team understands; that people are our business; quality service is our pride; effective partnership is our delivery mechanism; exceeding customer expectations is our aim; adding value is our constant focus; helping leaders meet the mission is our ultimate goal, and becoming the Army's best is our continuing quest. We will not take any action that would defeat our very purpose and comprise our vision.

Remember, it is our goal to "return to prominence - one satisfied customer at a time." If at any time you are not happy with the services provided to you by any member of the CPAC family, just give me a call at 531-1840 and let's talk about it.

*Until next time...
Donald Mallet*



"Return to prominence – one satisfied customer at a time."

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

***Click on the MyPay Key above to be linked to
the MyPay System***

Or
Type into you're your browser
<http://www.mypay.dfas.mil>

TSP CORNER

WHAT'S NEW?

Employee Contributions — Beginning in 2006, there are no longer any percentage limits on employee contributions to the TSP. TSP contributions will be limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2007 is \$15,500. The limit for 2006 was \$15,000. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2007 is 45,000. The limit for 2006 was \$44,000.

Catch-up Contributions — The limit on catch-up contributions for 2007 is \$5,000. It remains the same as the 2006 limit. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$15,500 in 2007), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

Loan interest rate for new loans is 4.75%.

Annuity interest rate index: 5.250% for annuities purchased in March 2007, 5.125% for annuities purchased in February 2007, and 5.125% for annuities purchased in January 2007. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account, you will need your Social Security number and Personal Identification Number (PIN). If you do not know your PIN, you can request a new one from the [Account Access](#) section of this site or from the [ThriftLine](#).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of

non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on April 3, 2007

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
February 2007	0.34%	1.54%	(1.95%)	(0.26%)	0.18%
March 2007	0.42%	0.00%	1.09%	1.09%	2.57%
Last 12 Months (3/1/2006-3/31/2007)	5.05%	6.60%	11.83%	9.30%	20.22%

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L 2040	L 2030	L 2020	L 2010	L Income
February 2007	(0.64%)	(0.49%)	(0.38%)	(0.14%)	0.16%
March 2007	1.34%	1.16%	1.08%	0.89%	0.62%
Last 12 Months 3/1/2006-3/31/2007	12.57%	11.64%	10.82%	9.00%	6.94%

*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link:

http://www.tsp.gov/curinfo/annuity_history.html

Tax Advantages of the TSP

There are two tax benefits to making tax-deferred contributions to the TSP:

- Your TSP contributions are taken out of your pay before taxes are withheld, so you pay less tax now.

- Taxes on contributions and attributable earnings are deferred until you withdraw your money.

What are the immediate benefits of making tax-deferred contributions to the TSP?

Tax-deferred contributions are *before-tax* contributions. When you participate in the TSP, you make *before-tax* contributions. That means the money you contribute is taken out of your pay before Federal and, in almost all cases, state income taxes are withheld. Therefore, the amount used to calculate your taxes is smaller and you pay less in taxes now.

Your TSP contributions are excluded from the taxable income reported on IRS Form W-2, Wage and Tax Statement, that you receive from your agency each year. Thus, you do not report them on your annual Federal tax return. This special tax treatment does not affect your salary of record for other Federal benefits — such as the FERS Basic Annuity, the CSRS annuity, or life insurance — nor does it affect Social Security or Medicare taxes or benefits.

By paying less current income tax, you have more take-home pay than if you had saved an equal amount that was not excluded from taxable income. Deposits to a regular savings account do not provide such an advantage. To give you an idea of the advantage of saving through before-tax contributions to the TSP, let us suppose, for simplicity, that you are a CSRS participant earning basic pay of \$30,000 a year. Let us also assume you are in the 15 percent tax bracket.

If you contribute 5 percent each pay period (or \$1,500 per year) to your TSP account, you will owe **\$225 less** (15% (your tax bracket) x \$1,500) Federal tax in the current year than if you had not contributed to the TSP. This is because when you save through the TSP, your contributions are not included in the amount on which your tax is calculated. The difference in your tax bill will be even greater if the state in which you live permits tax-deferred savings, as most states do.

What are the long-term benefits of tax-deferred contributions?

By participating in the TSP, you defer (that is, postpone) paying Federal taxes on the money you contribute until you withdraw the funds from your TSP account. In addition, over the years, the money in your account will accrue earnings. These earnings are also tax-deferred. This means that you do not pay income taxes on contributions and earnings in your TSP account until you receive the money — usually after you retire (when your tax bracket may be lower). Deferring the payment of taxes means that more money stays in your account, working for you. The longer your money is invested, the greater the

benefit of tax-deferred earnings will be. Whether you can also defer state or local income taxes depends on the jurisdiction in which you live, although most states permit such a deferral.

What is the retirement savings tax credit and how does it affect the TSP?

The retirement savings tax credit (also called the saver's tax credit) provides an incentive for lower income employees to contribute to the TSP (as well as other retirement savings plans like an IRA). If you meet the income limits, you may be eligible for a tax credit of up to \$1,000 (\$2,000 if you file jointly) on your Federal income tax return for each year you contribute to the TSP. This means that you may be able to reduce what you owe the Internal Revenue Service bill based on the amount of your credit. However, your credit may be offset by any taxable and nontaxable distributions, including in-service withdrawal payments, paid directly to you from the TSP.

In 2006, the credit is available to participants with an adjusted gross income of no more than \$50,000 if married and filing jointly, \$37,500 if head of household, or \$25,000 if single or married filing separately. The credit rate declines as your income increases. The Pension Protection Act of 2006 provides that, beginning in 2007, the income limits will be indexed to the cost of living so the income limits above may change for 2008.

For more information about the saver's tax credit, click on this link to the [IRS web site](#).

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR 2007

Holiday	Date Designated	Training/ Liberal Leave
New Year's Day	01 Jan 2007	02 Jan 2007
MLK's B-Day	15 Jan 2007	Non Designated
President's Birthday	19 Feb 2007	Non Designated
Memorial Day	28 May 2007	29 May 2007
Independence Day	04 Jul 2007	Non Designated
Labor Day	03 Sep 2007	04 Sep 2007
Columbus Day	08 Oct 2007	*Pending
Veterans' Day	12 Nov 2007	*Pending
Thanksgiving Day	22 Nov 2007	*Pending
Christmas Day	25 Dec 2007	*Pending

LEAVE TRANSFER PROGRAM

Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to

employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 412. We are currently accepting leave donations for the following:

***Hurricane Katrina victims CPB 21-05**
(For more info regarding Katrina ELTP please refer to the link below and click on CPB 21-05 dated 2 Dec 2005): <http://www.irtc-polk.army.mil/cpac/CPB2005.htm>

If you have any questions regarding leave transfer contact an HR Advisor at the CPAC.

MANDATORY TRAINING



Mandatory Training for April thru June FY 07 will be conducted on the dates below. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on a first come first serve basis.** The classroom fills up quickly. **My recommendation is that you have your employees arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training.... Mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660, Rooms 221/223.

The training dates are:

17 April 2007
1 May 2007
16 May 2007
7 June 2007
19 June 2007

NOTE: The Anti-Terrorism Level 1 Awareness Training is an included presentation in the Mandatory Training Day. This is the preferred method of training. As of March 2006 employees are no longer required to complete the training online. This decision was made because the online training is specifically designed for employees who will be traveling and is not the orientation they should receive for everyday application. Only employees who are experiencing extenuating circumstances "may" be allowed to complete the online version of the training. If you desire further info concerning this matter or have an employee who needs to take the online version please contact Tami Culbreath at 531-1856.

The schedule of training is as follows:

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING
0900 - 0915 BREAK

0915 - 0945 SECURITY
0945 - 1020 SAEDA
1020 - 1035 BREAK
1035 - 1115 DA ETHICS
1115 - 1215 LUNCH
1215 - 1345 EEO/POSH
1345 - 1400 BREAK
1400 - 1450 ENVIRONMENTAL
1450 - 1500 BREAK
1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

If you have any questions regarding the above training schedule, please contact Tami Culbreath at 531-1856.

HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors "new" and "not so new" to attend this course. Remember "continuous learning" is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions.

HR for Supervisors is a 4.5 to 5 day course designed to teach civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- Overview of Army CHR (includes Merit System Principles and Prohibited Personnel Practices)
- Position Classification (includes an introduction to CHR automated tools such as CPOL Portal)
- Staffing
- Human Resources Development
- Management Employee Relations
- Labor Relations
- Civilians Supervising Military (when the class includes civilian supervisors who supervise military personnel)
- Federal Employee Compensation Act (FECA) Presentation
- Safety Presentation
- SJA Presentation
- EEO Presentation
- ASAP Presentation

The remaining dates that we will be conducting the course in FY 07 are as follows:

07-11 May 07

13-17 Aug 07

Supervisors who are interested in attending or those who may desire additional information should call the CPAC Training Office, Tami Culbreath, 531-1856.

SUPERVISORS - Did You Know...
the FY 08 Annual Training Needs Survey is on its way!

Supervisors and managers have the responsibility to use available resources to train, and develop their employees to meet mission requirements. Training resources available are on-the-job (OJT), classroom, correspondence, online, and resident. Upon your assessment of your employees' training needs, you should identify the best resource to train them. The FY 08 Annual Training Needs Survey will be available for your input in mid to late April 2007. It is imperative that you provide "value added" data in the survey to ensure that positive training occurs in your organization. In the interim, your analysis of the major performance requirements (position description and tied to performance objectives), and related knowledge, skills, and abilities form the basis for effective future training needs. By completing a fair and accurate assessment of all of your training needs you will not only provide benefit to your employees' future performance, you will increase the effectiveness of your overall organization. Remember - individual performance = organizational success!

The FY 08 Annual Training Needs Survey will be delivered via email to all Directors/Activity Chiefs and Organization Activity Training Coordinators. Assistance in completing the survey will be provided by the CPAC, Training Office, Tami Culbreath, 531-1856.

Keep your eyes open - the survey is on its way!

Post-1956 Military Deposits

If you have performed active military duty, including active duty for training, or periods of active duty that may have occurred during your civilian employment, and have not already made the Post 56 deposit, you should consider doing so at this time. An unpaid deposit may impact your retirement eligibility as well as your annuity.

If you are under the CSRS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/CSRSPost56.htm> .

If you are FERS, information can be found at - <https://www.abc.army.mil/Information/ABCRetirement/Information/FERSPost56.htm> .

EMPLOYEE WELLNESS
BJAC HEALTH AWARENESS

APRIL is National STD Awareness Month

Health Promotion Program

Bayne-Jones Army Community Hospital

Americans of every age, race, religious and cultural background and socioeconomic status are infected by sexually transmitted diseases (STDs). There are approximately 15.3 million cases of STDs diagnosed every year in the United States. Many STDs do not have symptoms and millions of Americans don't know that they are infected. Left untreated, STDs can spread quickly and can cause serious Health problems, including chronic pain, cancer, and infertility.

STDs are epidemic in this country. One in five people in the United States has an STD. Two-thirds of all STDs occur in people 25 years of age or younger, with one in four new STD infections occurring in Teenagers. At least one in four Americans will contract an STD at some point in their lives, but less than half of adults ages 18-44 have ever been tested for an STD other than HIV/AIDS.

Louisiana has among the highest rates in the nation of STDs, such as Syphilis and Gonorrhea. STD and AIDS are closely correlated. A rise in STD rates is usually followed by a rise in HIV rates. Anyone can become infected with a STD through contact with an infected partner. No one is immune. If you have reason to suspect a STD infection, Contact your physician or Health Care Provider for diagnosis and treatment.

STD counseling and follow-up are offered to active-duty service members, family members, retirees and their family members at the Department of Preventive Medicine (DPM), Bldg.3504. Please Contact DPM for further information or assistance on this topic (337-531-0261/4752)

For more information on this topic go to the website listed below: www.ashastd.org/stdfaq/index.html



In recognition of National STD Awareness, the Health Promotion Program at BJACH will be providing Health Awareness at the Post Exchange on 20 April 2007 from 10 AM to 1 PM.

ALCOHOL AWARENESS MONTH



The National Council on Alcoholism and Drug Dependence has designated April 2007 as the 21st Annual Alcohol Awareness Month. Alcohol Awareness Month began in 1987 in an effort to reach the American public with information about the disease of alcoholism. This year's theme is **"KEEP OUR FUTURE GROWING: END UNDERAGE DRINKING."**

This month your Army Substance Abuse Program (ASAP) wants to get this message out to our Fort Polk family. Each year the number of children using and abusing alcohol increases. Alcohol is labeled as a depressant and when consumed repeatedly in large quantities, it can be both addictive and deadly.

How does alcohol work biologically?

It slows the function of the brain, releases the brain chemical dopamine, numbs pain, and makes the drinker sleepy. As a person drinks more, the central nervous system slows down dangerously. Over time, alcohol causes permanent changes in the brain.

The short term effects of alcohol include:

- Slower reactions and poor coordination
- Heavy sweating
- Blurry or double vision
- Nausea and vomiting
- Doing or saying things you otherwise would not

- Lower heart rate
- Slowed breathing
- Anxiety, restlessness
- Mental confusion, memory loss
- Coma
- Death from respiratory arrest

Alcohol is addictive, one in seven drinkers become dependent on alcohol. It has been noted that the younger a person is that drinks alcohol the more likely he/she is likely to become addicted to alcohol. The disease of alcoholism worsens over time. Alcoholics continue to drink in spite of the very real problems alcohol causes in their lives. It's a true, physical addiction, complete with painful withdrawal symptoms. And it can happen to anyone.

In our society today alcohol is portrayed as a fun social event. If advertisements could be believe, you might think drinking alcohol would get you tons of dates, move you into a deluxe apartment near all of your sophisticated friends, and clear your skin. There's nothing "sophisticated" about a hangover, or vomiting, nothing "deluxe" about a prison cell or mortuary. Those images don't usually make it into the ads. This is not what the advertisers want to tell you about drinking.

The long-term health consequences of using alcohol

Long-term use of alcohol can wreck a person's health. Alcohol can and will kill anyone who drinks too much or too long, but it's not exactly an equal opportunity destroyer. Every effect of alcohol is more damaging in teenagers than it is in adults. In addition, most alcohol-related diseases progress more rapidly in women than in men. Heavy or long-term drinking causes irreversible, often fatal damages to the body. Alcohol will literally stunt the growth of individual. It slows the rapid bone growth that occurs in normal young bodies.

Booze, bubbly, firewater, people have a lot of wacky names for alcohol, and there's dozens more for alcohol poisoning or being drunk. That's a lot of creative energy wasted on the substance that kills more people than all illegal drugs combined.

Alcohol is a powerful, addictive drug, and it kills. Alcohol routinely gives people headaches and makes them sick to their stomachs, but a little vomit is the least of their worries. Alcohol can cause big time trouble with family, school, work, and the law. Teenagers who drink have lower grades in school, may lose their jobs, and can be arrested for purchasing, possessing, or drinking alcohol. Often times teenagers make bad decision when drinking alcohol, driving cars and having unsafe sex are just a few

of the bad decision teenagers make. They also more frequently get into fights and commit other crimes.

Alcohol 4-1-1

- Alcohol kills over 100,000 people every year.
- Alcoholism affects more people than diabetes, lung cancer, breast cancer, or heart attacks, and as many people with high blood pressure.
- Alcohol use in pregnancy is the most common nonhereditary cause of mental retardation.
- Drunken driving accidents kill about 15,000 and injure over 300,000 people every year.
- Alcohol was involved in:
 - Half of murders, accidental deaths, and suicides
 - A third of drowning, boating and aviation deaths
 - Half of all crimes
 - 32% of incarcerated teens were drunk at the time of their crime and/or arrest.

For more information on alcohol or any drug issue contact your Fort Polk ASAP office at 337-531-1973.

Lean Six Sigma

The Fort Polk PAIO wants to remind you that the Lean Six Sigma (LSS) Awareness Level training course is available online at the IMCOM Business Improvement Site: <https://www.us.army.mil/suite/page/281441>. This is mandatory training for all IMCOM employees that must be completed by 30 Sep 07. This valuable training delivers an overview of LSS tools and concepts with a focus on the IMCOM deployment (but anyone with AKO access is welcome to take part in the training).

We've heard the complaints: "Another (sigh) mandatory training session"; "I don't have time to do my regular work, much less 2-3 hours to devote to LSS"; "It doesn't impact me, why bother?"; "LSS - just another fad of the day";... and, we could go on and on.

...but, we would like to offer you another way to look at LSS. LSS is "just" one of many tools that we can use for cost or process management, but it's a powerful tool that all of our higher headquarters (not just IMCOM) has adopted to help us work leaner, faster, with less defects, with higher levels of consistency and provide better service to our customers. This isn't a manager's program --- identifying opportunities, improving and implementing better processes is everyone's job.

The Awareness Level training provides you with a basic understanding of LSS, how we will deploy, and to provide you the knowledge and skills to recognize potential candidates for LSS projects. And if you think you've discovered a good opportunity (for cost saving or process improvement), please let your director know or contact the PAIO office (#8611 or #2020). WE DO WANT YOUR ASSISTANCE, REMEMBER COST MANAGEMENT IS EVERYONE'S JOB.

Office of Workers' Compensation Program

EMPLOYEE RIGHTS AND RESPONSIBILITIES WHEN INJURED AT WORK

It has come to our attention that you have been involved in a work-related accident. We would like to take this opportunity to advise you of some of the benefits and responsibilities that are accorded by the Federal Employees' Compensation Act (FECA) should you file a workers' compensation claim.

The Office of Workers' Compensation Programs (OWCP) administers the FECA and has sole adjudication authority for federal workers' compensation claims. The CPAC Injury Compensation Program Administrator (ICPA) is responsible for monitoring your entitlement to the benefits outlined within the FECA and administered by the OWCP.

FILING A WORKERS' COMPENSATION CLAIM

If you voluntarily elect to file workers' compensation claim in relation to the reported accident, please complete the on-line OWCP Form CA-1 or CA-2 with your supervisor.

- **Form CA-1**, Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation may be completed to report a traumatic injury, which is an injury that has occurred within one tour of your regular duty. Form CA-1 should be filed within 30 days of the injury.
- **Form CA-2**, Notice of Occupational Disease and Claim for Compensation, may be completed to report an occupational disease, which is an injury or illness that has developed over a period greater than one tour of official duty. Form CA-2 should be filed within 30 days of the date you realized the disease or illness was caused or aggravated by the employment.

When filing a claim for Occupational Disease or Illness, you must submit the specific detailed information described on Form CA-2 and on any checklist (Form CA-35, A-H) provided by your supervisor or the CPAC. OWCP has developed these checklists to address particular occupational diseases. Medical reports must also include the information specified on the checklist for the particular disease claimed.

Once a claim has been filed with the OWCP, you have the right to withdraw your workers' compensation claim, (but not the notice of injury) by so requesting in writing to OWCP through the CPAC ICPA at any time before OWCP determines eligibility for benefits.



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. Janette.Nolde@us.army.mil
2. Call 531-1847

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center